



# ***Southwest Region Staff College 2011***

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## **STAFF INFORMATION GUIDE**

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**Lt Col Mark E. Smith, CAP  
SWRSC 2011 Director**



## Welcome to the SWR Staff College!

Congratulations on being chosen to be a staff member of the SWR Staff College, the most respected Region Staff College in CAP! As you know, the weeklong session is intense. As a staff member, you will have fun as a vital team member. There will be challenges during the week but history has taught us none of them will be insurmountable.

This Staff Information Guide is designed to help answer any questions you may have about the college. Please read it carefully. Certainly, if you have further questions you may contact me using the information on page four in this guide.

Again, thank you for agreeing to become a staffer at the SWR Staff College. Everything possible will be done to make your time on the staff a very positive, fulfilling experience for you.

Best Wishes,

Mark E. Smith, Lt Col, CAP  
College Director 2011

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## WHERE TO BEGIN

### **CONTACTING THE DIRECTOR:**

To correspond with the Director use the following contact information:

U.S. Mail: Lt Col Mark E. Smith, CAP  
SWRSC 2011 Director  
7916 Woodleaf Drive NE  
Albuquerque, NM 87109

Telephone: 505-710-4380

E-mail: [director@swrsc.swr.cap.gov](mailto:director@swrsc.swr.cap.gov)

### **APPLICATION PROCEDURES:**

**Deadline** for receipt of related forms: **17 June 2011**. By the time you arrive at the College you must have on file with the Director the following items:

- a. CAP Form 17, *Application for Senior Member Activities* (the original or electronic copy showing approval by the Region Commander or his designee)
- b. CAP Form 60, *Emergency Notification/Medical Data* (sample - Attachment A)
- c. Information Form (sample - Attachment B)

**PLEASE NOTE: As a staff member, you do not pay the college fees.**

All forms are available on the SWRSC webpage <http://swrsc.swr.cap.gov>

- You will be issued a staff T-shirt at registration. You will be asked to wear the T-shirt for registration and the beginning session on Saturday. You may wear shorts (something your mother would approve of) or casual slacks or jeans. You do not need to wear a uniform to check-in on Friday. If you like, you may reserve/request an extra T-shirt on the Information Form before you send it in. The cost of an additional T-shirt is \$10 each.

### **CAP FORM 60:**

Attachment A to this Guide is a sample copy of CAP Form 60, *Emergency Notification/Emergency Medical Data*. You are to complete a CAPF60 and return to the Director prior to 17 June 2011. If any information changes before the start of College, please bring an updated CAP Form 60 to the College and turn it in at registration.

The college does require walking short distances and some steps into facilities. **If you have any physical handicap, medical needs, or special requirements** not already specified on your CAPF 60 or your information form, please notify the Director as soon as possible to describe the condition. All reasonable accommodation, as far as is practicable, will be made.

**BE AWARE:** The altitude in Albuquerque is 5,312 feet. Plan to “feel funny” for the first few days you are there. It’s normal but the altitude affects people in different ways. You WILL adjust!

If you bring medical equipment that is sensitive to altitude, you may want to consider having it recalibrated. Sun screen is always a good idea in the Southwest and especially during the summer. Plan on drinking LOTS of water!

### **STAFF COST OF THE COLLEGE:**

As a staff member, you will be responsible for the cost of your travel, room and your meals. All other costs - social mixers, mid-week barbecue and the Dining Out etc, will be paid by the college.

- We will be using the base-dining hall where three meals usually cost less than \$10 per day (cash only-credit cards are not accepted).

- The cost of your room will be \$39.00 per night (subject to change). A reservation will be made in your name.

### **WHEN TO ARRIVE:**

**You should plan on arriving at Building 918, Kirtland AFB, Albuquerque, New Mexico (NM Wing HQ), no later than 1300 hours (MDT) on Friday, 15 July 2011.** You will register as a staff member at the staff meeting on Friday. Be prepared to present your current membership card and, if you are driving a CAP Corporate vehicle, you CAP Driver's License. If you are unable to arrive at that time you should contact the Director as soon as possible. Staff duties and meeting will begin once everyone has arrived. All late arrivals MUST BE arranged with the Director in advance.

## **HOW TO GET THERE?**

### **GETTING TO THE COLLEGE:**

Transportation to and from Albuquerque is your responsibility. Please complete *The Information Form* (available at <http://swrsc.swr.cap.gov/default.htm> see sample Attachment B), which will show your arrival and departure information. Send it to the Director in time to be received no later than 1 July 2011. If you will require other transportation assistance while in Albuquerque, please note it so suitable arrangements can be made.

### **If arriving by automobile:**

From I-25: At the south end of the City, take the Gibson East (exit 222B) and continue east once you've gotten off the Interstate. Proceed up Gibson past the major intersections of University, Yale, Girard, Carlisle, and Maxwell. At the light at Truman, turn right and enter the Truman Gate of Kirtland AFB.

From I-40: Take the I-25 South exit. Go to the Gibson East exit 222B. You will see two exits for Gibson. The one you want is the second one (exit 222B). There is also a Kirtland Air Force Base sign you may see. It is small. Follow directions above once you turn onto Gibson.

At the Truman gate: You will need to show your military ID or your CAP membership card and your driver's license. Your name will be on a "permitted" list at the gate. You will not be able to get onto the Base unless your name appears on that list.

When approaching any KAFB gate at night, turn your car lights to "park" so that the guard can see your vehicle and its occupants. There is 100% identification after 2000 hours so all vehicle occupants should be prepared to show their identification.

From the Truman Gate: Continue straight on Truman to Biggs Avenue. Turn right on Biggs to 4500 Biggs, Bldg 926 - the two story building on your left. Entrance is on the west side of the building.

### **If arriving by commercial airline:**

You will notify the Director prior to 1 July of your arrival time, flight number, and carrier. Once you have arrived and collected all of your luggage, proceed outside the terminal to the passenger pick-up area and call 505-716-3290 on your cell phone. There will be a CAP van waiting in the "Cell Waiting Area" at the airport which will swing around and pick you up. It will take about three minutes for them to drive to your location. They are NOT allowed to wait in the passenger pick-up area so please be ready to go when you call.

### **If arriving by corporate airplane:**

Albuquerque's airport is co-located with Kirtland AFB. Visiting CAP corporate aircraft will be permitted to use the Kirtland AFB Aero Club ramp and facilities; however **prior notification is required**. If you plan to fly a corporate airplane to the College and wish to park it at the Aero Club ramp, you must contact the New Mexico Wing Liaison, Mr. Fred Harsany, at least 15 days prior to your arrival and request that he make appropriate arrangements. You may contact Mr. Harsany by phone at 505-846-5420, by fax at 505-846-5418, or by e-mail at CAPLONM@Kirtland.af.mil. Please confirm on your Information Form that you have made appropriate pre-arrangements.

### **If you arriving by private aircraft:**

Please provide your ETA and your destination FBO at Albuquerque International Sunport (ABQ). Private aircraft may park at either of two FBO's on the civilian side of the airport. Both provide one night's free tie-down parking with a purchase of fuel (subject to change). Both charge a fee per night for all succeeding nights. These FBO's are:

<b><u>Cutter Flying Service, Inc.</u></b> 2502 Clark Carr Loop SE Albuquerque, NM 87106 Phone: 800-678-5382 or 505-842-4184 Website: <a href="http://www.cutteraviation.com/airport-facility-locations/abq-albuquerque-nm/">http://www.cutteraviation.com/airport-facility-locations/abq-albuquerque-nm/</a>	<b><u>Atlantic Aviation</u></b> 2505 Clark Carr Loop SE Albuquerque, NM 87106-3333 Phone: 505-842-4990 Website: <a href="http://www.atlanticaviation.com/Locations/ABQ.aspx">http://www.atlanticaviation.com/Locations/ABQ.aspx</a>
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*Pilots, be aware of density altitude if you are flying in and out of Albuquerque. Early morning flights are best in the summer months.*

IF YOUR TRAVEL ARRANGEMENTS CHANGE, PLEASE ADVISE THE DIRECTOR IMMEDIATELY.

### **DRIVING PERSONAL OR CORPORATE VEHICLES:**

You will be permitted to use your personal vehicle while attending the College. However, you will not be permitted to drive either a personal or corporate vehicle for a period of eight hours after drinking any alcoholic beverage. If you do so, you will be asked to leave the College immediately.

If you are traveling to or from the College in a corporate vehicle or wish to use a corporate vehicle while attending the College, you must have in your possession a current CAP Form 75, *Motor Vehicle Operator Identification Card*. All corporate vehicles will be subject to rigorous safety inspections upon arrival at the College. Any found to have significant safety deficiencies will be "grounded" until appropriate repairs are made.

## **WHAT ABOUT ROOM ACCOMMODATIONS?**

### **BILLETING:**

Because this is an in-residence course, you are required to reside on Base. Cost of the room will be \$39.00 a night (subject to change). Your room assignment will be made during staff registration. A reservation in your name will be in place on your arrival at the Billeting Office. Local staff may choose to check into their rooms on Saturday. Be advised however, you will be VERY busy from the start on Saturday which will leave little time to stow gear and get settled.

Rooms are single occupancy (with the exception of married couples), with a private bath. Desks, mini-refrigerators, microwave ovens, coffee maker, plastic coffee cups, linens, towels, hand towels, washcloths, bath mat and clock radios are furnished in each room.

Housekeeping will make up your room daily but you will be expected to keep your room neat, clean, and presentable. You will be expected to leave your room in a clean and orderly

condition when checking out. You will not make the bed. We are guests of the Air Force and are expected to leave its facilities in the same condition as when we moved in. A gratuity, either daily or end of the week, for the Housekeepers is appropriate.

*NOTE: The possibility always exists that the USAF may need to cancel our use of billeting, dining, and/or classroom facilities. If this were to happen, you will be notified as soon as possible of alternate billeting and classroom arrangements. If it becomes necessary to cancel the College, your deposit will be totally refunded. Kirtland AFB has never "bumped" a CAP activity, but it reserves the right to do so.*

### **INTERNET ACCESS AND PHONES:**

Each room has a telephone land line and wireless internet access. Local phone calls are free. There is a charge for long-distance calls.

### **COMPUTERS:**

You may bring a portable computer and/or printer for your personal use. There is a computer set-up in the Billeting Office for your limited use also. Seminars will be issued a laptop and printer for class work while at the college.

### **EMERGENCY COMMUNICATIONS AND CONTACTS:**

A 24-hour cell telephone will be maintained to handle emergency incoming calls during the College period (16-22 July). Calls of an emergency nature to the cell phone will be gladly accepted. **The 24-hour cell phone number will contact the Director and is 505-710-4380.**

Emergency messages may be called to the New Mexico Wing Headquarters Number also, 505-268-5678, but will be answered during normal business hours 0800-1700, **Monday through Friday** only. You may bring a personal cell phone. Be advised requests for turning off cell phones will be made at times.

If it is necessary for you to receive mail during the college period, you may use New Mexico Wing Headquarters as a mailing address (e.g.; SW Region Staff College, c/o Headquarters, New Mexico Wing, Civil Air Patrol, P.O. Box 5069, Kirtland AFB, NM 87185-5069). Notify your Seminar Advisor of the expected mail for pick up. You should also alert the New Mexico Wing Administrator at 505-268-5678.

## **WHERE DO WE EAT?**

### **DINING FACILITIES:**

An Open Mess is provided in the "Thunderbird Inn" which is located at 1351 First Street on the east side of the Base. You may purchase all meals there. Since the SWRSC activities are on the west side, transportation to and from the Mess will be provided at all meal times. Remember, meals are not included in your College tuition or billeting costs. Depending on how much you eat, it is estimated that you will spend less than \$10 per day for all three meals eaten at the Mess. Meals **must be paid for with cash.** Credit cards are not accepted at the Dining Hall.

You may wear civilian clothes into the Mess on the weekends and after 1700 on week days. During the week (M-F) during crew duty hours (0800-1700) you **MUST** be in uniform to enter the Dining Hall. Open-toed sandals are not allowed in the dining hall at any time.

Hours of service at the Open Mess (subject to change) are:

**WEEKEDAYS****SATURDAY AND SUNDAY**

Breakfast	0600 - 0800 hours
Brunch	0800 - 1300 hours
Lunch	1100 - 1300 hours
Supper	1700 - 1900 hours
Dinner	1600 - 1930 hour
Midnight	2200 - 2400 hours

There are commercial eateries immediately off the Base.

**WHAT DO WE WEAR?**
**UNIFORMS:**

*NOTE: There will not be a CAP Bookstore at the College. It is most important that you plan ahead carefully before coming to the College. Review CAP Manual 39-1 and order any uniform items you need well in advance of your arrival date. Uniform standards are strictly enforced. Remember, as a staffer YOU set the example!*

**FOR DAILY CLASS ROOM ACTIVITIES**

You will be expected to be in uniform as prescribed in CAP Manual 39-1, *CAP Uniform Manual*. Acceptable Classroom uniforms are:

- the military style (USAF) blue service uniform (blue trousers/slacks or skirt and short sleeved shirt/blouse without tie) **OR**
- the CAP distinctive white aviation shirt in combination with gray slacks for men and either gray slacks or skirt for women **OR**
- the blue slack/skirt, white aviator shirt, gray epaulets, gray nametag combination. (see **Interim Change Letter dated 16 February 2010**)

With the blue service uniform and the blue CAP uniform, you will wear the regulation flight cap with CAP insignia when outdoors. **If you do not meet weight or grooming standards**, you must wear either the white aviator shirt and gray trouser/slacks or skirt combination or the blue CAP uniform(see Interim Change Letter dated 16 February 2010) . No knit shirts or BDU's will be worn.

Proper wear of the uniform, including epaulets, grade insignia, aviation badges, shoulder patches, and nameplates, will be a matter of special interest throughout the college. You will be informally inspected if and when a need becomes apparent. **Ribbons will not be worn at the College except during the graduation ceremony.** If you can, please plan to bring more than one uniform. It can get quite warm in Albuquerque and time available for cleaning clothes is limited.

**WHAT TO WEAR TO THE DINING OUT**

Proper attire for the function is:

The Mess Dress Uniform for both women and men;

**OR**

- Women: cocktail or evening attire or the CAP formal blazer combination
- Men: The CAP formal blazer combination, business suit, or other formal wear. Men **MUST** wear a coat and tie.
- Class A uniforms may not be worn to the Dining Out.

It is not necessary to have the Mess Dress Uniform but if you already have one, you are welcome to wear it. You must meet the height and weight standards to wear the Mess Dress. Descriptions and illustrations of various uniforms are included in CAPM 39-1, CAP Uniform Manual.

## **CASUAL CLOTHES**

Casual clothes will be worn on several occasions during the college and at the end of the crew duty day. These may include shorts, sandals, T-shirts and sneakers. Casual clothes must be in good taste. Remember, open-toed sandals are not permitted in the Dining Hall.

## **LAUNDRY:**

Washers and dryers are available in the dormitories. A SWRSC community supply of scent-free detergent and scent-free softener sheets will be available for your use during the college. Irons and ironing boards are available in each dormitory room. There is no charge to use the laundry facilities. They can be accessed 24-hours a day.

## **FIREARMS:**

Firearms or any explosive devices are strictly forbidden on base. Do not bring any firearms with you. If firearms are found on your person or in your vehicle, you will be asked to leave the college and KAFB immediately.

## **SMOKING:**

If you smoke, you may do so only in designated areas out-of-doors. There is no smoking in common areas indoors or in dormitory rooms.

## **STORES/SHOPPING ON THE BASE:**

A copy of a Military Support Authorization (MSA) will be issued to you upon registration. It will entitle you to limited access and purchase privileges at various base stores. These will include the mini-malls, Base Exchange (not the Commissary), and military clothing sales. Remember, that CAP distinctive uniform items cannot be purchased at Base facilities.

<h2><b>ABOUT THE COLLEGE</b></h2>
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## **DURING THE CREW DUTY DAY**

While we are in uniform during the crew duty day (Monday through Friday) we will address each other by our rank and last name. This is strongly encouraged to reinforce respect for one another and is good practice.

## **CURRICULUM:**

The curriculum is designed for the success of our students. You will have an opportunity to put forth your ideas on how to enrich the staff college overall. If you notice things during the week, please DO make notes to bring to the hot wash at the end of the week or to the daily staff meetings.

## **COURSE SCHEDULE:**

You will be provided with a detailed curriculum schedule at the time of registration. The College will assemble at 0750 hours. Depending on your position in the college, everyone is generally asked to attend the daily opening brief. Classes will begin promptly at 0800. There will be a ten-minute break during each class hour. Lunch break will be from approximately 1150 to 1300 hours. Afternoon sessions may be in the presentation center or in your seminar rooms, as dictated by the schedule, and will conclude at approximately 1700.

**SEMINAR ADVISORS:**

Each seminar will have an advisor. As you know, the Seminar Advisor is a former student or staff member of the College. The purpose of the advisor is to serve as a resource. He or she is not a group leader and will not make decisions for the seminar. A detailed briefing for Seminar Advisors will be held on Friday, 15 July after the staff meeting.

**THE FUN STUFF**
**GRADUATION:**

There will be a formal graduation ceremony for those who successfully complete the College on Friday afternoon. It is anticipated that the Southwest Region Commander will present the diplomas. We expect numerous Wing Commanders and other distinguished guests to attend this ceremony. Your personal guests are welcome to attend the graduation.

**AWARDS:**

Based on individual and seminar participation and project quality, several awards will be made at the Dining Out. These include Best Military Letter, Best Speaker, Outstanding Student, Outstanding Seminar as well as other awards designated by the Director. You may be asked to sit on committee(s) to choose the winners of these awards.

**DINING OUT:**

One of the requirements for graduation is participation in the College's graduation dinner, or Dining Out. This is a very formal part of the College and will be held Friday evening. At some time during the College, you will be supplied with a complete outline describing this exercise. For a list of proper attire for this function, please see the uniform section of this guide.

The cost of the banquet for you is included in your College registration fee. You may invite a guest(s) to the Dining Out. Guest tickets are available for approximately \$30 per person. You will be asked early in the week if you intend to have a guest.

**DEPARTURE**
**DEPARTURE FROM THE COLLEGE:**

Departure is scheduled for Saturday morning. Out-processing will begin at approximately 0800. All students and staff must sign out no later than 1100 hours.

**FINAL WORD:**

Don't forget to send the following documents to the Director in time to be received no later than 17 June.

1. CAPF 17
2. CAP Form 60, *Emergency Notification/Emergency Medical Data*
3. *Information Form with Arrival/Departure Information*

*See You in July!*

PERSONAL INFORMATION				
LAST NAME		FIRST NAME	MI	CAP RANK
ADDRESS		CITY		STATE AND ZIP CODE
CIVIL AIR PATROL UNIT INFORMATION				
UNIT CHARTER NO.	UNIT NAME		UNIT LOCATION (City and State)	
UNIT COMMANDER'S NAME		CAP RANK	TELEPHONE (Weekdays) AC: NO.	
ADDRESS		TELEPHONE (Nights & Weekends) AC: NO.		
PERSON TO NOTIFY IN CASE OF EMERGENCY				
NAME (Mr., Mrs., etc.)		RELATIONSHIP	TELEPHONE (Weekdays) AC: NO.	
ADDRESS		TELEPHONE (Nights & Weekends) AC: NO.		CELL PHONE

CAP FORM 60, DEC 03

Previous editions will not be used after 31 Mar 04

OPR/ROUTING: LMM

## EMERGENCY MEDICAL DATA

PERSONAL PHYSICIAN \_\_\_\_\_ PHONE \_\_\_\_\_

PHYSICIAN'S ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

BLOOD TYPE \_\_\_\_\_

PERTINENT MEDICAL DATA (Allergies, Diseases, Chronic Illnesses, medications, etc.) \_\_\_\_\_

CAP FORM 60, DEC 03 REVERSE

## Southwest Region Staff College Information Form

<b>CAP ID#:</b>		<b>Unit Charter #:</b>		<b>Sex: Male</b> <input type="checkbox"/> <b>Female</b> <input type="checkbox"/>	
<b>Rank:</b>	<b>First Name:</b>	<b>MI:</b>	<b>Last Name:</b>		
<b>Mailing Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<b>Home Phone : (      )</b>			<b>Cell Phone : (      )</b>		
<b>Email address:</b>					
<input type="checkbox"/> <b>Student</b> <input type="checkbox"/> <b>Staff</b> <b>Staff position:</b>					
<b>Will you be bringing a digital camera?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>					
<b>Your T-Shirt size:</b> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> X-Large <input type="checkbox"/> XX-Large <input type="checkbox"/>					
<b>ARRIVAL/DEPARTURE INFORMATION</b>					
<b>POA</b> -Privately Owned Aircraft <b>COV</b> -Corporate Vehicle <b>POV</b> -Privately Owned Vehicle <b>GOV</b> -Gov't Vehicle					
<b>Departure Point (City, State):</b>			<b>Method of Travel:</b>		
<b>Estimated Time Departure-date/time:</b>			<b>Estimated Time Arrival-date/time:</b>		
<b>I will be traveling with:</b>					
<b>ARRIVAL/DEPARTURE INFORMATION</b>					
<b>CAC</b> -Commercial A/C <b>COA</b> -Corporate A/C					
<b>Arrival Date:</b>		<b>Arrival Time:</b>		<b>COA-will be parking at:</b>	
<b>Airline:</b>		<b>Flight:</b>		<b>Date/time:</b>	
<b>Departure Date:</b>		<b>Departure Time:</b>		<b>COA-will be leaving from:</b>	
<b>Airline:</b>		<b>Flight:</b>		<b>Date/time:</b>	
<b>NOTE: For ALL commercial flights and ALL corporate flights, please see airport pick-up procedure in Student Guide.</b>					
<b>Do you require any special physical accommodations?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>				<b>If Yes, please note below and on your CAPF60</b>	
<b>Will you have guests for the Dining Out? (Must be Military/CAP/or Dependents)</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>					
<b>If Yes, their name(s):</b>					
<b>Other information you think we need to know:</b>					